OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

OUR MISSION

"To provide an impartial, effective and efficient prosecution service to all Kenyans"

INTERNAL ADVERT

Pursuant to Section 13 (2) of the Office of the Director of Public Prosecutions Act No. 2 of 2013, the Office shall have power to appoint, control and supervise its staff in a manner and for such purposes as may be necessary for the promotion of the purpose and the object for which the Office is established.

Applications are invited from suitably qualified candidates for the under listed vacancy:

**SENIOR PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER— ONE (1) POST V/NO. 191/2019**

**Basic Salary Scale:** Kshs. 85,145- Kshs. 119,751 p.m. DPP 5 (JG ‘P’)

**Terms of Service:** Permanent and Pensionable

**Benefits:**

- **House Allowance:** Kshs. 45,000 (Nairobi), Kshs. 28,000 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Malindi, Kitale), Kshs. 21,000 (Other Former Municipalities), Kshs. 16,800 (Other Areas)
- **Commuter Allowance:** Kshs. 12,000 p.m.
- **Leave Allowance:** Kshs. 10,000 p.a.
- **Medical Insurance Cover:** As covered by the Medical Insurance Cover for ODPP staff
- **Group Life Insurance Cover:** As covered by the Group Life Insurance Cover for ODPP staff
- **Car loan:** Up to Kshs. 3 Million
- **Mortgage Scheme:** Up to Kshs. 15 Million
(a) **Requirements for Appointment**

For appointment to this position, a candidate must have:-

(i) Served in the grade of a Principal Human Resource Management Officer Job Group ‘N’ or in a comparable and relevant position in the Public Service or Private Sector for a minimum period of Two (2) years;

(ii) A Bachelors degree in Sociology, Public/Business Administration, Human Resource Management/Staff Management or any other relevant qualification from a recognized institution;

(iii) A Master’s degree in Human Resource/Staff Management, Business/Public Administration, or their equivalent qualifications from a recognized institution; and

(iv) Postgraduate Diploma in Staff/Human Resource Management or its equivalent from a recognized institution;

(v) Demonstrated the achievement of performance targets and results as reflected in the performance appraisal.

**NOTE:** Possession of a Senior Management Course lasting not less than four (4) weeks from a recognized institution will be an added advantage.

(b) **Core Skills /Competencies**

In addition to the above requirements an officer must have the following skills:-

(i) Policy formulation and implementation skills;

(ii) Leadership skills;

(iii) Communication skills;

(iv) Interpersonal skills;

(v) Organizational skills;

(vi) Negotiation skills;

(vii) Problem solving skills;

(viii) ICT skills

(ix) Planning skills;

(x) Monitoring and evaluation skills;

(xi) Resource management skills;

(xii) Performance management skills; and

(xiii) Report writing skills.

(c) **Personal Qualities**

In addition to the above requirements an officer must have the following qualities:-

(i) Honesty and integrity;

(ii) Creativity and innovativeness;

(iii) Ability to work under pressure

(iv) Ability to build and lead cohesive teams

(v) Results oriented; and

(vi) Self driven.
Duties and Responsibilities

An officer at this level will be responsible to the Assistant Director Human Resource Management for the assigned Human Resource Management function. Specifically, duties and responsibilities at this level will entail:-

(i) Coordinating the implementation of human resource management strategy at the divisional level to ensure the ODPP has a motivated workforce to enhance delivery of services;
(ii) Coordinating the implementation of the divisional work plan to ensure sections in the division meets their objectives;
(iii) Providing professional advice on human resource management policies, procedures and guidelines;
(iv) Providing leadership at the sectional level to ensure effective contribution to the achievement of organizational strategic objectives;
(v) Analysing effectiveness of policies, procedures and guidelines to inform review;
(vi) Ensuring that staff skills inventory is updated and accurate in order for competencies gaps to be identified and addressed through appropriate training programmes;
(vii) Oversee preparation of the agenda for the Human Resource Advisory Committee and implementation of minutes in a timely manner to enhance staff motivation and performance;
(viii) Authorising payment of staff salaries, allowances and claims to ensure they are paid in a timely manner and are compliant with the ODPP policies and procedures to enhance staff performance;
(ix) Overseeing implementation of performance management system in the sections to ensure quality and timely service delivery;
(x) Participating in the preparation and implementation personnel emolument budget to ensure adequate funds are allocated and utilized effectively and efficiently;
(xi) Participating in the preparation of Advisory Board Papers and timely implementation to enhance performance of the organization;
(xii) Analyzing staffing levels and making proposals for succession planning;
(xiii) Coordinating the preparation of quarterly and annual sectional reports for informed decision making;
(xiv) Coordinating staff welfare activities;
(xv) Participating in relevant committees to support the implementation of the ODPP mandate; and
(xvi) Supervising, coaching and mentoring staff working under him/her to enhance motivation and performance.
Interested and qualified candidates are invited to make their applications by completing **ONE** application form **ODPP 1**. The form may be downloaded from the ODPP’s Website [www.odpp.go.ke](http://www.odpp.go.ke) or picked from Nairobi Headquarters and County Offices.

The candidates should attach **COPIES** of the following documents to their application form:

- National Identity Card
- Academic and Professional Certificates and Transcripts
- Any supporting documents and testimonials
- Letter of appointment to their current substantive post
- Letter of appointment to their previous post
- Detailed Curriculum Vitae and
- Clearance certificate from the following bodies:-
  - i. Higher Education Loans Board
  - ii. Kenya Revenue Authority
  - iii. Criminal Investigation Department
  - iv. Ethics and Anti-Corruption Commission
  - v. Any Professional bodies to which the candidate is a member

**Only shortlisted** candidates will be contacted.

**Shortlisted** candidates shall be required to produce **ORIGINALS** of their National Identity Card, academic and professional certificates, original transcripts and testimonials, letters of appointment to their current substantive posts and previous post, detailed curriculum vitae and clearance certificates during the interviews.

Completed application forms should be sent to:

The Secretary  
Advisory Board  
Office of the Director of Public Prosecutions  
NSSF Building 19th Floor, Block ‘A’  
P.O. Box 30701 - 00100  
NAIROBI

So as to reach the Office of the Director of Public Prosecutions **on or before Monday, 18th February, 2019**.

Persons with disability and those from marginalized communities are encouraged to apply.

[Signature]

NOORDIN M. HAJ, CBS, OGW  
DIRECTOR OF PUBLIC PROSECUTIONS